

**LOCAL AGENCY AGREEMENT EXECUTION CHECKLIST**

- Receive Agreement from Caltrans
  - ☐ Staff reviews agreement for content & funding. If changes are needed, return to Caltrans.
  - ☐ Staff prepares resolution for governing board action:
    - ☐ Resolution clearly identifies agreement to be approved. \*
    - ☐ Resolution identifies person/position to execute agreement for board. \*
  - ☐ Governing board passes resolution. \*
  - ☐ Agreement completed by adding resolution # and date of board action on first page. \*
  - ☐ Authorized individual signs each original agreement with ink signatures, title & date. \*
  - ☐ Agency clerk/secretary attests to executors action with signature, title & date. (Optional follow agency standard procedures)
  - ☐ Agency returns both originals and a copy of the authorizing resolution to Caltrans Sacramento. \*
  - Caltrans executes agreement and returns one original to Agency
- \* Caution urged, failure to complete these actions may negate Caltrans ability to execute the agreement.

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